

~~SECRET~~DDA 86-0613
28 March 1986

MEMORANDUM FOR: Director of Central Intelligence

FROM: Richard J. Kerr
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 28 March 1986

25X1

3. A major milestone was accomplished this week with the printing and distribution of individualized benefits statements for all Agency employees. Published under the auspices of the Office of Personnel (OP) with considerable support from the Offices of Information Technology (OIT), Logistics (OL), and Finance (OF), the annual statements provide employees with comprehensive, personalized information on their entitlements and benefits in such areas as health and life insurance, retirement and disability annuity estimates, and survivor benefits. Such statements are a major communication tool in private industry and represent a significant step forward in our efforts to keep employees informed and up-to-date on important matters affecting them and their personal planning.

4. As of 26 March, the CT recruitment ad in The Washington Post on 16 March focusing on the teaching profession produced 272 responses, an unusually high number. Similar ads targetted at the legal profession will appear in the April issues of The Legal Times and The American Bar Association Journal. In addition, an ad focusing on military skills will appear in the 31 March edition of the Army-Navy-Air Force Times.

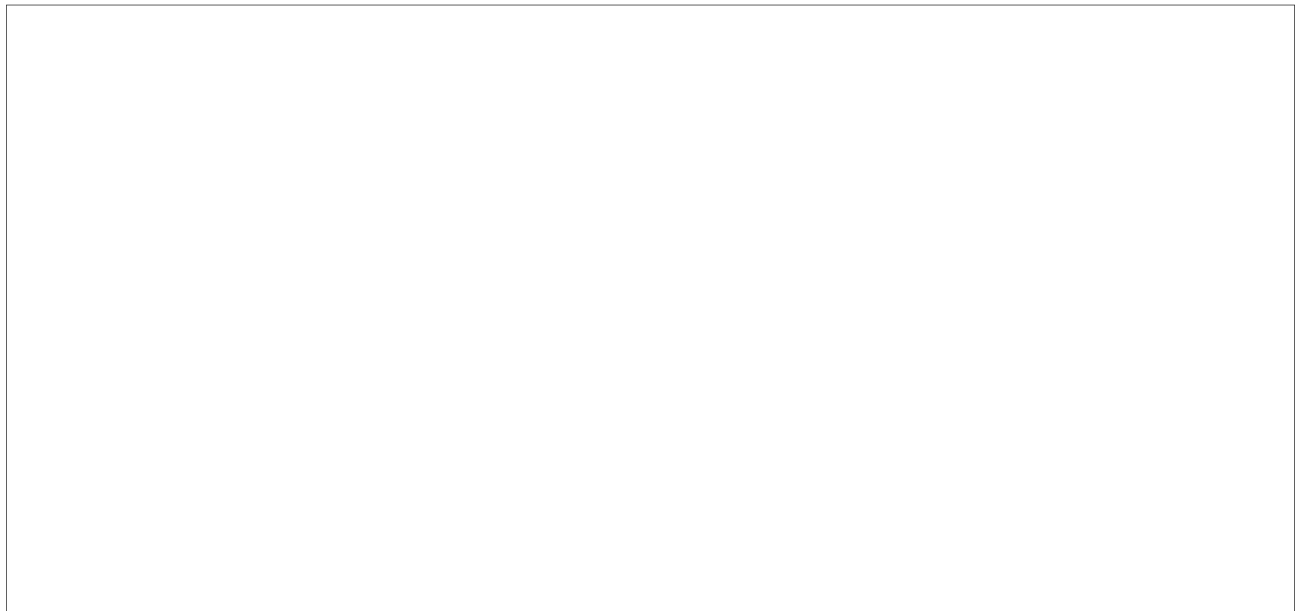
25X1

25X1

~~SECRET~~

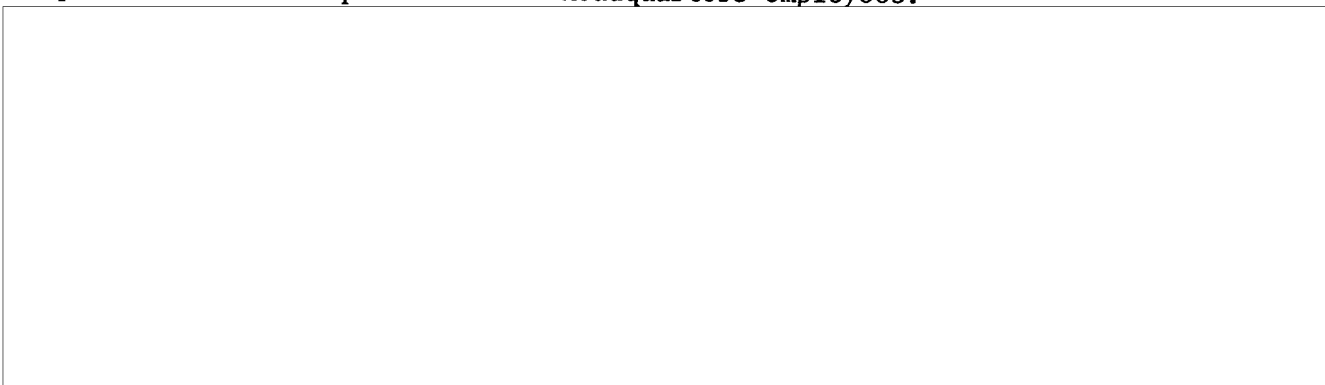
S E C R E T


25X1



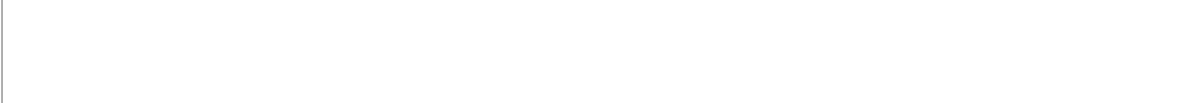
7. Work has started on the Headquarters compound security control centers, roadway modifications and associated roadway repaving. Specifically, the contractor has proceeded with grading, placing sewer lines and constructing the foundation for the Route 123 Security Control Center. Work will commence shortly on new lighting and recurfing the south and east roads on the compound as well. An employee notice will soon be disseminated to explain these developments to all Headquarters employees.

25X1



9. OIT has provided support of a critical nature to Agency customers for the timely receipt of traffic during the Libyan situation. An advance copy mechanism for the Cable Dissemination System was activated on 23 March to route Intel reports, Special Compartmented Information (SCI) and military high precedence cables to the Communications Duty Officers. 

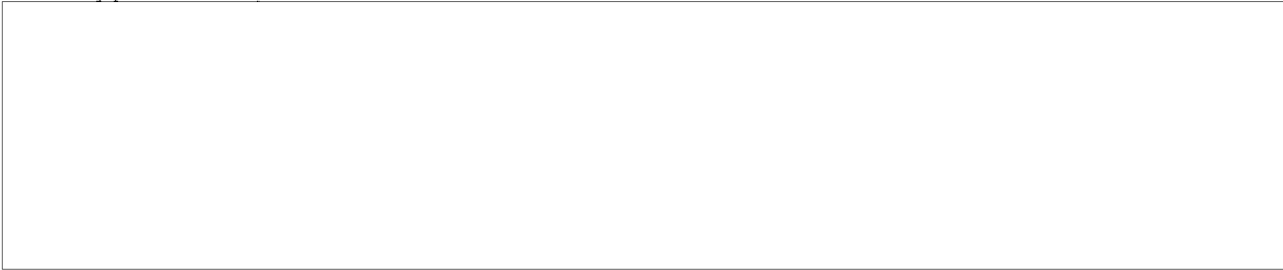
25X1
25X1



S E C R E T

S E C R E T

25X1



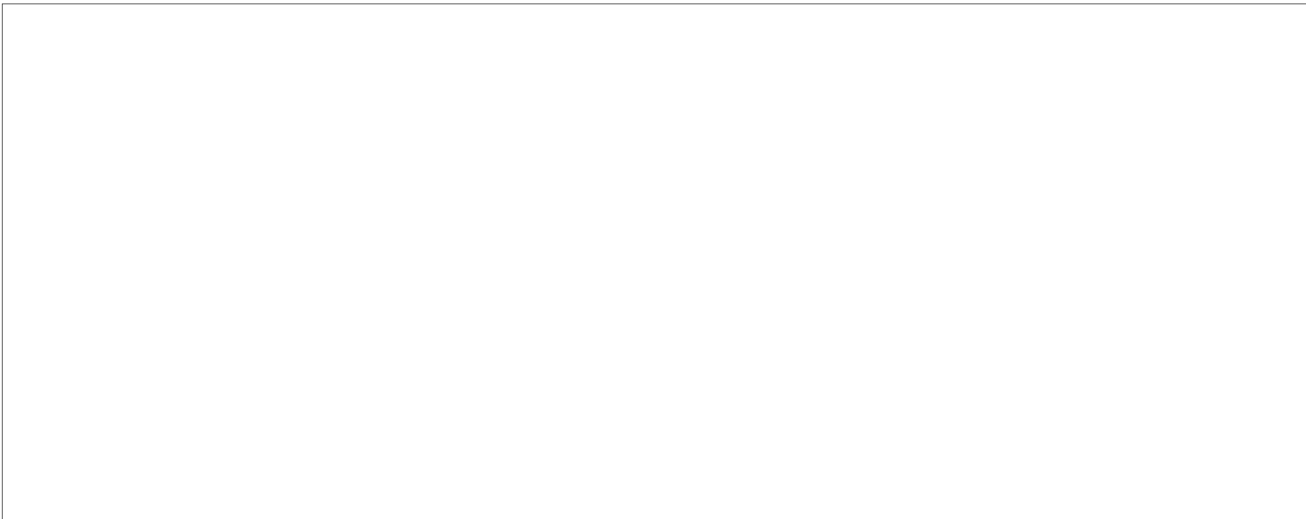
25X1

11. On 24 March the Office of Finance began using the OIT Electronic Cable Origination Handler (ECOH) system to originate very small amounts of live traffic to field installations from the [redacted] Computer Center. ECOH provides a customer the capability to originate and transmit messages electrically without a requirement for hard copy. The system transmits a message from a computer center directly to the Headquarters communications network for transmission to the field in electrical format.

25X1

12. The Office of Training and Education (OTE) reports that the Executive Development Program one-day seminar on "Resource Decision Making for Executives" was held on 19 March 1986 for a full enrollment of 24 senior officers. The Seminar, which received very high marks from participants, was conducted by the Deputy Comptroller, and Chief, Analysis Group, Office of the Comptroller. In addition to discussions of the Agency Budget Process and Program Formulation, special topics covered were Covert Action Funding, Reserve for Contingencies, Gramm-Rudman-Hollings, and Physical Facilities Funding (new building [redacted])

25X1



Richard J. Kerr

S E C R E T